



Job opportunity  
**Manager of Development  
and Communications**  
(Full-time)

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Since 1974, Moncton Headstart has been addressing the barriers that often make it difficult for disadvantaged children to succeed in school. As a registered Canadian charity providing high quality, evidence-based, early family intervention in support of vulnerable, high-risk children and their parents, we work with children from 2-5 yrs. of age to improve their outcomes.

**JOB PURPOSE**

Reporting to the Executive Director, you will manage our community, government, and foundation grant application processes in addition to coordinating and developing progressive communication's strategies via web and social media. The purpose of this role is to increase revenue and diversify funding streams while improving community visibility to support our mission to make a positive impact on the children and families we serve in the greater Moncton community.

**Your focus will be:**

- Research, write, and secure grants from government, corporations, and foundations.
- Prepare all related reports for grant applications, maintaining a calendar to track application and reporting deadlines, and proposals in progress.
- Manage our web presence, develop compelling content and timely updates for our website, social media, and marketing with a focus on donor engagement, education, and awareness.
- Collaborate on a quarterly newsletter.
- Assist with content acquisition (videos, photos, stories), development and design of development publications, collateral, and appeals.
- Develop communication and donor management strategies
- Foster and promote positive relationships and partnerships within our service communities.
- Other responsibilities as directed by the Executive Director

**You will need:**

***Experience***

- 3-5+ years of proven development experience
- Communications and marketing experience, ideally in a non-profit setting
- Previous experience in obtaining opportunistic funding
- Expertise in donor management

***Skills***

- Possess a high degree of integrity, with demonstrated empathy and a passion for the mission, ensuring personal values are in alignment with those of Moncton Headstart
- Advanced communications and interpersonal skills, with a keen ability to teach and train others with clarity, flexibility, and respect
- Ability to inspire others to action and donate/volunteer/support
- Strategic visioning to identify partnership/collaboration opportunities (see the bigger picture)
- Independent and adaptable to changes with organizational and effective planning abilities
- Known as a great collaborator and enthusiastic storyteller
- Fluency in English– bilingualism is an asset

***Education***

- Undergraduate degree or college diploma in social work, community development or related discipline, or a combination of equivalent experience and training
- 2 years' experience in a community service, a not-for-profit organization, or related field

Headstart offers flexible working arrangements, competitive compensation, benefits, summer Fridays, and the joy of working with a dedicated group of collaborators all firmly established in supporting our mission.

To apply, please send your cover letter and resume to [office@monctonheadstart.com](mailto:office@monctonheadstart.com)

*We thank all applicants. However, only those selected for an interview will be contacted.*